Simplified, Step by Step Process for Creating a Proper intro Paragraph AND Writing a Good Essay

1. Identify the task: understand what the **_prompt_** requires you to do

2. Gather **_data_** that relates to the task; brainstorm what you already know about the topic and issues related to the prompt. If this is a DBQ, do this before you even look at the documents.

3. If the prompt is a DBQ, now read the documents:
    a. Note the author, date, source, etc. to establish "point of view" (Bias)
    b. How does the information in the document help you answer the prompt?
    c. How does the information in the document relate to what you already know about the topic and the issues related to the prompt? (see step #2)

4. **_Analyze, sort, organize, arrange, categorize_** the data

5. Translate the sorting, organizing, arranging, and categorizing into **_partitions_**

6. Understand that the partitions are the basis of the actual **_topic sentences_** in the actual essay

7. Understand that the topic sentences serve as the basis of what you actually write in the actual **_paragraphs_** in the actual essay

8. The actual paragraphs contain the actual **_evidence_** that supports your interpretation and conclusion to the prompt.

9. If the prompt is a DBQ, **DO NOT QUOTE THE DOCUMENTS IN THE ESSAY**.

10. If the prompt is a DBQ, **DO NOT REFERENCE SPECIFIC DOCUMENTS IN THE INTRO PARAGRAPH.**

11. If the prompt is a **DBQ, DO NOT SIMPLY DESCRIBE WHAT THE DOCUMENT SAYS, BUT INSTEAD, ASSESS WHAT THE DOCUMENT MEANS AND HOW THAT CAN HELP YOU ANSWER THE PROMPT.**

12. If the prompt is a DBQ, **DO DIRECTLY REFER TO THE DOCUMENTS IN THE BODY OF THE ESSAY. But, do not start a paragraph by referencing a document. Start with the main idea of what you want to say in the paragraph and then use info from the document as evidence to support the idea of the topic sentence.**

13. If the prompt is a DBQ, **DO TRY ASSESS THE POINT OF VIEW (BIAS) OF THE AUTHOR / SOURCE OF THE DOCUMENT**

14. If the prompt is a DBQ, **DO TRY TO USE ALL OF THE DOCUMENTS**

15. **Specific Parts of the Intro Paragraph**
    a. Some event happened in history. This is expressed in 1 sentence at the beginning of the intro. This is called **THE SETTING**. Who? What? When? Where?

    b. There is some sort of question or issue about the event mentioned in the setting. This is expressed in 1 sentence which introduces exactly what you will be discussing in your essay. In a sense, this is a restatement of the prompt that was assigned. This is called **THE BRIDGE**.

    c. Next, evidence must be collected, organized into categories, and analyzed so that you can answer the question as mentioned in the bridge. The categories that you label, so that you can organize the evidence that is collected are called **PARTITIONS**. These partitions will basically be the model for the actual topic sentences in the essay. Each partition should be a single sentence and usually, there are no more than 2 to 4 partitions for these types of essays.

    d. Finally, now that the evidence has been collected, categorized into partitions, and analyzed, a conclusion can be reached that answers the question originally posed in the bridge. This is expressed in a single sentence called **THE THESIS**.

Good pre-writing process = a good finished product